



Felsted

# LEAP 2019

An Induction to Felsted for International Students



27<sup>th</sup> August – 2<sup>nd</sup> September 2019

Dear Student

Congratulations on making your first steps to becoming a Felstedian! You are about to become part of our 454 year tradition in providing students, like you, with the skills and knowledge necessary to make global citizens of the future. Indeed, we believe that your experiences of studying in different parts of the world are hugely beneficial, and we are excited to offer you a wealth of opportunities here at school for you to take part in.

The LEAP course aims to provide students who have been studying in different countries to get the best possible start here at Felsted and to make sure that they are ready to do their best. There are many things to learn and to adjust to, so it will take some time to become familiar with the campus, the teachers, the style of learning and the particulars of the school.

Our Head of English as an Additional Language and International Coordinator, Mrs Diane Guerrero, and I have been running this programme together for the last five years and take huge delight in ensuring that you are well equipped and prepared for our busiest and longest term. We will go on exciting trips, provide useful lessons, take part in adventurous challenges, allow for a true boarding house experience, and make sure that you make plenty of new friends.

Should you have any questions at all concerning the programme, please do not hesitate to get in touch with me or with Mrs Guerrero.

We look forward to welcoming you soon

A handwritten signature in black ink that reads "D EMMERSON". The signature is written in a cursive style with a long horizontal flourish extending to the right.

**Daniel Emmerson**  
Director of Global Education  
Round Square Representative

## THE LEAP TEAM

<b>Director of Global Education</b>	Mr Daniel Emmerson	dpe
<b>Head of EAL/LEAP Coordinator</b>	Mrs Diane Guerrero	dkg
<b>IB Coordinator</b>	Mrs Karen Woodhouse	klw
<b>LEAP Matron</b>	Mrs Ailsa Stevens	matrone

## USEFUL NAMES AND CONTACTS

<b>Senior Deputy Head</b>	Mr George Masters	gwsm
<b>Deputy Head (Welfare)</b>	Mrs Karen Megahey	kam
<b>International Admissions Registrar</b>	Miss Gemma Kilby	intadmissions
<b>Librarian</b>	Ms Nichola Howorth	nsh
<b>Medical Centre</b>	All Staff	san

Email any member of the LEAP team by adding their initials to “@felsted.org”

## EMERGENCY CONTACT NUMBERS

<b>Reception</b>	+44 (0)1371 822600
<b>Mrs Guerrero</b>	+44 (0)7789 764230
<b>Mr Emmerson</b>	+44 (0)7775 159667

**Emergency Services (from the UK)** 999

## MEDICAL COVER

<b>Wednesday</b>	08:30 – 12:30
<b>Thursday</b>	08:30 – 10:45
<b>Friday</b>	08:30 – 18:00
<b>Saturday</b>	12:00 – 18:00 (on call)

**Someone from the medical centre will be on call at all other times**

## VISAS

***Please note:** As per the visa stamp in their passport, some pupils who are under 16 and of non-European nationality will be required to register at the local Police Station to obtain their Certificate of Registration. We will organise for this to take place during the week, if relevant.*

It is of extreme importance for pupils living outside of the EU that a visa is obtained before entering the UK.

The Admissions Office will organise a Confirmation of Acceptance for Studies (CAS) number for you to process your Tier 4 visa application before you start at Felsted.

On arrival to the School, you will be required to present a valid visa and passport which we will take a copy of for our records. Failure to do so may result in not being able to start your education at Felsted. All passports and visas will be reviewed annually.

Pupils who are of non-European nationality and over 16 may be taken to the local Police Station to get their Certificate of Registration if relevant. It is important that this is kept in a safe place and is reported immediately if it is lost or stolen at any time.

**It is important that any changes to contact details, guardian, passport or visas are communicated to us immediately during your time at Felsted. For further information and guidance, please visit: [www.gov.uk](http://www.gov.uk) and search for 'Guidance on application for UK visa as Tier 4 student'.**

## TRAVEL FOR MINORS

Airlines vary on minimum age of travel for unaccompanied minors. Please check this with the airline before booking your tickets.

**If your child is travelling alone and you require a taxi booking, please complete the form**

## GUARDIANSHIP AND SUPPORT

A guardian must be appointed if a pupil is aged under 16 and his or her parents do not reside in the UK, or if the student is aged over 16 but his or her parents are not resident in the European Union. This must be organised and paid for by the agent or family.

## WHAT TO BRING

Prior to arriving, please ensure you have completed your travel consent form and that you keep a copy of this in your hand luggage.

**Please pack a separate bag for what you will need during the LEAP course as you will not have access to your other suitcases during the week.**

We will organise for your other luggage to be taken to your boarding house ready for the start of term. Below is a list of suggested items to bring in your LEAP luggage:

- Casual clothes
- Sportswear
- Nightwear (Including dressing gown and slippers) and alarm clock
- Toiletries (Including towel)
- Small rucksack to take on day trips
- A maximum of £50 spending money
- Money for uniform if you need additional items

Time for shopping is included in the LEAP programme. Appointments for uniform fittings will be arranged during the LEAP week (please note this will not be possible on the arrival date).

## NAME TAPES

Students attending the LEAP course will be able to collect their name tapes from the Tailor's Shop during the induction week. Your House Matron will organise the sewing of these name tapes to your uniform. If you would like these sent to your home address prior to the LEAP course, please contact [tailors@felsted.org](mailto:tailors@felsted.org).

## ELECTRICAL EQUIPMENT

Please note that all electrical equipment is tested by the School in the Autumn Term. If you are using adaptors on any personal electrical appliances, please only use those that conform to the British Standard 7671. If you are uncertain of this, the correct adaptors are available from the school Bookshop.

## STATIONERY

You should not need to buy any specific items, but it is suggested that all pupils should arrive with writing equipment (pen, pencil, ruler etc) and an A4 notebook. Exercise books will be provided for Year 9, 10 and 11 pupils, and folders can be purchased from the school Bookshop for Year 12 students.

## DICTIONARIES AND ATLAS

As some students will be eligible to use bilingual dictionaries in examinations, it is recommended that Years 9/10/11 and Lower 6th A Level students purchase a bilingual dictionary (medium sized) before arrival. The EAL Department is also able to order one for your child, the cost of which will be added to your school bill.

Year 9 Dictionaries: please note that dictionaries for Modern Foreign Languages will be provided by the School in the first week of term for all Year 9 pupils.

All new Year 9 students are expected to have an atlas. This will be supplied by the Geography Department at the start of term and you will be billed for this automatically in the Autumn Term.

## POCKET MONEY

It is neither desirable nor necessary for pupils to have large sums of money available. It is suggested that a sum of £10 per week during term time should be adequate; this can always be supplemented if necessary at half term.

There is no bank in Felsted, although the village shop Lindsells offers a cashback facility and there is also a card machine in the Post Office. Purchases under £25 made at the Tailor's Shop or in the Bookshop can be charged to the pupil's school fees account. A chit will be required from the Housemaster or Housemistress for purchases in excess of £25.

Students are strongly encouraged to hold pocket money accounts with the Finance Department. They are managed in a similar way to a bank account. Please deposit any funds in sterling with the Finance Department by transferring funds to the school's main bank account (given below) or via Flywire at [www.felsted.org/flywire](http://www.felsted.org/flywire), clearly marked with the pupil's name and "POCKETMONEY". We will then set up a pocket money account for them. They will have to follow the normal process of getting a signed chit from their Housemaster/mistress every time they want to make a withdrawal; and we will advise them of the running balance each time they take money out.

<b>Bank Name:</b>	<b>Barclays Bank PLC</b>
Account Name:	Felsted School
Account number:	10393363
Sort code:	20 97 65
IBAN:	GB13 BARC 2097 6510 3933 63
SWIFT:	BARC GB22

## ACCOMMODATION

### **Felsted Bed & Breakfast**

Argyll House, 1 Station Road,  
Felsted, Essex, CM6 3DG

Tel: +44 (0)1371 821559

Mob: +44 (0)7795 250423

### **Mill House Bed & Breakfast**

Rayne, Essex, CM77 6SS

Tel: +44 (0)1376 320939

Mob: +44 (0)7889 376926

millhouserayne@yahoo.co.uk

www.millhouse.webs.com

### **Fulton's Dunmow**

Market Place  
Great Dunmow  
Essex

Tel: +44 (0)1371 874321

### **Atlantic Hotel**

Hoffmans Way  
Chelmsford  
Essex

Tel: +44 (0)1371 874321

### **Barbara Reed**

Westpoint  
Aythorpe Roding  
Chelmsford

Tel: +44 (0)1279 676462

### **Brian and Janet Metson Bed and Breakfast**

Acreland Green  
Pleshey  
Essex

Tel: +44 (0)1245 231277

### **Saracen's Head Hotel**

High Street  
Great Dunmow  
Essex

Tel: +44 (0)1371 873901

### **Neil and Tracy Pickford Bed and Breakfast**

Homelye Farm  
Great Dunmow

Tel: +44 (0)1371 872127

### **Mr and Mrs Hockley**

Puttocks Farm  
Philpot End  
Great Dunmow  
Essex

Tel: +44 (0)1371 872377

### **Down Hall Country House Hotel**

Hatfield Heath  
Bishops Stortford

Tel: +44 (0)1279 731441

Tuesday 27<sup>th</sup> August

## ARRIVAL DAY

Pupils are advised to arrive between 08:30 - 10:30 on Tuesday 27<sup>th</sup> August

<b>08:30 – 10:30</b>	Pupils arrive at the Barbara Karan Auditorium. Collect passports/visas Tea, coffee and biscuits available
<b>09:00 – 12:00</b>	<b>Circuit of start-up activities</b> Organised tours of the school, families are taken to Elwyn's House by bus, opportunities to visit Tailor's Shop and Finance Department. Tea, coffee and pastries available in Elwyn's Main Common Room
<b>12:00 – 12:15</b>	Everybody meet back at Lord Riche Hall (LRH) Everyone to take their seat for the LEAP Lunch
<b>12:15 – 13:30</b>	<b>LEAP Lunch Served (LRH)</b> <b>Head's Welcome</b> Followed by informal discussions with Deputy Heads, Housemasters/mistresses, Matrons, IB Coordinator, Head of EAL/International Coordinator, and Heads of Departments
<b>14:00</b>	Parents depart LEAP programme begins for students

To stay in touch, please follow us on Twitter at

@felstedschool

@felstedsummer

@felstedEAL

**Enjoy your time at Felsted!**